AE RESOURCE DATABASE FLOWCHART
5/14/01

```
                                    START

   Resources                   SME Identifies              LINCS
   suggested via               a resource to be            Database
   online form or              included                    Resources
   other means

   Jane sends to               SME clicks "Add a           Extract database
   SMEs for review             New Resource" on            records
   w/ 1 week                   SME Online form
   turnaround

   SME verifies      YES    SME clicks
   against                  "Reviewed in                   Load into OCLC
   LINCS to                 LINCS" in pink                  SiteSearch
   see if it's              status of SME                  Database
   already                  Online form
   included
         |NO                       STOP
                                                                           STOP
   SME                YES     SME fills out           Resource
   reviews for               online                  Metadata created
   inclusion                 submission form          and included in
   based on                  for resource            database
   established
   guidelines
         |NO                  SME clicks
                              "Reviewed-
   SME notes                  Recommended" in
   rationale on               pink status of SME
   submission form            Online form

         STOP
```